

Course Syllabus

General English Education (Required course for freshmen), 2024 Spring @CLS

Course # 課程編號	7102211-02	Instructor 任課教授	Yu-Ning Lai 賴郁寧
Course Title 科目名稱	English Communication Skills (Pre-Intermediate Level) 應用英語表達 (基礎班)	Semester 上課期間	2024 Spring (Feb. 19, 2024~June 21, 2024)
Class Hours 上課時間	16:10~18:00 Tue	Classroom 上課地點	Room 225 CLS 語言中心 225 教室
Credit Hours 學分數	2 credits (通識 2 學分)	E-mail	Clsynl[a]ccu.edu.tw
Web Page 課程網頁	http://cls.ccu.edu.tw/ (語言中心) http://ecourse2.ccu.edu.tw (中正大學課程平台)	Office Hours 諮詢時段	10:00-12:00 Tues(事先預約)
第一次上課將說明課程要求及進行相關學習檢核 (佔學期成績 2%)，欲修課者請準時出席			

1. Course Level/建議修課程度

Students who are judged as Pre-intermediate level.

經認定需修習「基礎」課程者

2. Course Objectives/課程目標

This course will help students...	本課程將幫助學生...
1. use English to build global knowledge across different workplace topics	1. 涉獵多元主題的職場相關內容或全球知識
2. enhance workplace communication skills in English by using authentic materials	2. 使用真實的英文職場情境內容或全球知識範疇來強化英文溝通內涵與互動技能
3. develop problem-solving skills in English for a variety of workplace scenarios	3. 運用不同多元的職場溝通場景或互動情節來培養解決問題技巧

3. Learning Outcomes/學習成效

By the end of the semester, course takers will be able to...	修完本堂課，你將學會...
1. develop deeper understanding of workplace concepts through English listening and reading texts	1. 經由大量的英文聽力閱讀文本以增廣職場相關知識
2. use a range of English vocabulary and expressions commonly used in the workplace	2. 使用跨國溝通或職場常用的英文字彙及用語
3. apply workplace writing skills in English	3. 應用職場英文書寫技巧，以達到溝通目的
4. develop appropriate communication skills at work such as conversation and presentation in English	4. 使用合宜的英文互動溝通技巧於職場情境，如職場對話及正式口頭簡報

4. Method of Instruction/授課方式

1. Lecturing 2. Individual practice & group work 3. Learning tasks (Speaking & writing)	1. 課堂講解 2. 個別練習及小組活動 3. 英文學習任務 (口說及寫作)
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5. Course Materials/課程教材

Appleby, R., & Watkins, F. (2015). *International Express: Pre-intermediate: Student's book with Pocket book* (3rd ed.). Oxford University Press.

6. Course Resources/課程資源

- **Listening:** <https://www.englishcentral.com/browse/videos>
- **Speaking:** <https://learnenglishteens.britishcouncil.org/skills/speaking>
- **Reading:** <https://esl-voices.com/all-business/current-business-articles/news-list/>
- **Writing:** <https://learnenglish.britishcouncil.org/business-english/english-for-emails>

7. Course Policies and Requirements/課程要求

1. Attendance: It is required to attend and participate in each class meetings. The final score will be deducted for each absence and no make-up quizzes or exams will be given.	1. 出席：準時出席每堂課並參與課堂討論與活動。每次缺席會影響出席及課程參與成績。請假需經授課教師後同意。小考皆無補考機制。
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| 2. Class Etiquette: Turn off your cell phones during class ABSOLUTELY and leave cell phones in the personal bags put in the classroom closets. | 2. 教室禮儀：尊重每一位課程參與者之認真上課及學習之權益，務必確認手機已關機、且放置教室前方指定櫃內，避免造成測驗或小考的不公平。 |
| 3. Food/drink: Do not bring food/drink into the classroom. | 3. 食物/飲料：教室內禁止飲食。食物/飲料請放在教室外之食物櫃。 |

8. Grading /評量

	Grading	評量項目	Percent
1	Attendance + Participation	出席率 + 課程參與	16% + 16%
2	Quizzes & Assignments & Tasks	小考、作業、學習任務	28%
3	Midterm exam + Final exam	期中考 + 期末考	15% + 10%
4	Final Project	期末發表	8%
5	Assessment Test & English Proficiency Test	期初檢核測驗 + 英語能力會考	2% + 5%
6	Standardized English Proficiency Test	參加校外英檢獎勵積分	Bonus 1~5 points
7	Alternative Learning Task	彈性學習任務獎勵積分	Bonus 0~3 points

9. Course Schedule & Topics/課程大綱

Week	Date	Topics	主題
1	2/20	Course Introduction Assessment Task	課程介紹 期初學習任務
2	2/27	Unit 1: Getting started	第一課 自我介紹
3	3/5	Unit 1: Getting started Assessment Test	第一課 自我介紹 期初檢核測驗
4	3/12	Unit 2: Celebrations	第二課 慶典活動安排
5	3/19	Unit 2: Celebrations Unit 3: Travelling to work	第三課 國外旅遊須知
6	3/26	Unit 3: Travelling to work Unit 5: Resources	第三課 國外旅遊須知 第五課 資源與生活
7	4/2	Unit 5: Resources	第五課 資源與生活
8	4/9	University event (No Class)	校際活動（停課）
9	4/16	Mid-term	期中考
10	4/23	Unit 7: The sound of music	第七課 音樂的演變趨勢
11	4/30	Unit 7: The sound of music	第七課 音樂的演變趨勢
12	5/7	Unit 8: Doing the right thing	第八課 文化多樣性
13	5/14	Unit 8: Doing the right thing Unit 9: Start-ups	第八課 文化多樣性 第九課 創業家的故事
14	5/21	Unit 9: Start-ups English Proficiency Test Announcement of the alternative learning task	第九課 創業家的故事 英語能力會考 彈性學習任務公佈
15	5/28	Final Project Presentation	期末發表
16	6/4	Final Exam	期末考
17-18	6/11	Alternative Learning (deadline: 6/17)	彈性學習任務繳交（6/17 截止）

*Adjustments may be made in the syllabus to meet students' needs and course requirements.

*課程進度及課程要求將依教學需要做適度的調整

10. Course Descriptions/課程概述

課程概述 course descriptions	This course guides you to develop communicative competence in English for workplace activities , such as greeting business contacts, introducing team members, describing company activities, and so on. Through meaningful and balanced learning tasks, you will have many opportunities to practice language use in communicative situations in both
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課程類別 course type	✓	人文關懷課程		競賽專題課程		問題導向課程
		專題導向課程		總整課程		實作課程
		實習		其他		
教材編選 teaching materials	✓	自製簡報(ppt)	✓	課程講義		自編教科書
		教學程式		自製教學影片		其他
教學方法 teaching methods	✓	講述	✓	小組討論	✓	學生口頭報告
		問題導向學習		個案研究		其他
評量工具 Evaluation	✓	期中考	✓	期末考	✓	隨堂測驗
	✓	隨堂作業	✓	課後作業		期中報告
	✓	期末報告		專題報告	✓	評量尺規
		其他				